

AIRPORTS COMPUTER SPECIALIST*Class Definition*

Under general supervision, performs work of moderate difficulty developing, administering, maintaining, and supporting the Airports Division's automated information and operations systems.

Distinguishing Characteristics

Airports Computer Specialist is a specialized, technical class assigned to the Airports Division of the Transportation Department. The incumbent develops, administers, maintains, and supports the Airports Division's multi-work station local area networks on personal computers and Airport-related computer systems. This class is distinguished from Network Systems Specialist in that incumbents of the latter provide technical software and hardware support on a variety of local area network systems on a City-wide basis and do not include the emphasis on the Airports computer system.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Examines existing manual processes and systems to determine feasibility for conversion to electronic information processing within division capabilities.

Reviews vendor supported software systems and prepares recommendations for purchase.

Oversees and provides technical support in the installation of division word/data processing computers and peripheral equipment.

Troubleshoots problems on systems and work stations to identify the nature of the problem; corrects failures within capabilities and provides assistance or refers to appropriate party, as needed.

Participates in feasibility studies for new or enhancements to division computer systems.

Codes, de-bugs, tests and refines applications programs for use on division equipment.

Prepares and maintains program and user documentation, records, and reports.

Trains users on the use and operation of new or modified systems and equipment.

Participates in the research and writing of special projects and reports.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of local area network operating systems.

Knowledge of the applications, operating principles, and capabilities of computer hardware and software.

Knowledge of analysis techniques and methods for converting and adapting manual procedures and processes.

Knowledge of computer documentation methods.

Knowledge of training methods and procedures.

Ability to analyze division manual operations and determine feasibility of electronic information processing.

Ability to identify and resolve technical and operational problems.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to prepare and conduct user training.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Fifteen units of accredited college or university course work in computer science, information systems, or closely related field; and one year of general computer-related experience involving programming or systems analysis. An additional year of experience may be substituted for the required education.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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